

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p style="text-align: center;">Section 1.4.15</p> <p style="text-align: center;">Statement of Social Security Number</p>

IV. File Statement of Social Security Number (for individual debtors)

The registered user is responsible for ensuring that the social security number provided on the official form is the same number entered in CM/ECF. Only the last four digits of the redacted number will appear on court records; the actual pdf image uploaded into CM/ECF is restricted from public view. The only document in which the full social security number will appear is the Meeting of Creditors notice which is served upon all parties by the clerk's office. Failure to file this form will result in dismissal of the case.

STEP 1 Select **Bankruptcy** from the main menu

STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.

STEP 3 The **Case Number** screen will display.

Enter the complete case number. This field will default to the last case number entered by the registered user. Click **Next**.

STEP 4 The **Miscellaneous** screen will display. Select **Statement of Social Security Number(s)**. Use the text box to type the name of the event OR use the drop down list to locate and highlight the event. A selected event will be confirmed on the right side of the screen. Click **Next**.

STEP 5 The **Select the Party** screen will display. Select the party filer, which is the debtor(s). To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

STEP 6 The **PDF Document Selection** screen will display.

◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.

◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

NOTE: If your PDF document exceeds 5.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 "*Attachments to Documents*" for instructions on how to file attachments.

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter II Case Opening
	Section 1.4.15 Statement of Social Security Number

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

Step 7 The **Docket Text: Modify as Appropriate** screen will display. Use the text modifier drop down list, such as "Amended," as needed. Click **Next**.

Step 8 The **Docket Text: Final Text** screen will display. This is the screen which commits the transaction. Click **Next**.

Docket Text: Final Text

Statement of Debtor(s) Social Security Number(s) *[Document Image Available ONLY to Court Users]* Filed by Debtor Bobby Jones, Joint Debtor Debbie Jones. (Cradic, Cam)

IN ACCORDANCE WITH PRIVACY GUIDELINES, THE IMAGE CONTAINING THE REDACTED SOCIAL SECURITY NUMBER(S) CAN ONLY BE VIEWED BY COURT STAFF.

STEP 9 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.